



STATE OF CONNECTICUT DEPARTMENT OF EDUCATION



JOB OPPORTUNITY SUBSTITUTE HEAD NURSE CONNECTICUT TECHNICAL HIGH SCHOOL SYSTEM

[PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE LAST PAGE](#)

Open To: The Public
Location: Various (see below)
Salary: \$33.32 per hour
Closing Date: Continuous Recruitment

The Connecticut Technical High School System is recruiting for the position of Substitute Head Nurse. The school system anticipates multiple substitute head nurse positions at the participating schools. The individuals selected to fill these positions will be called in whenever the regular school nurse is absent.

EXAMPLE OF DUTIES:

Independently provides counseling and health education services to students and staff; serves as member of crisis intervention team; provides assessment of medical problems; determines need for physician or medical care; performs basic evaluative procedures and tests; performs primary first aid; ensures that controlled drugs are properly stored; makes referrals and follows up on health needs; provides counseling on health related issues; maintains accurate medical records; writes reports; may administer medication; may administer routine tests or exam; performs related duties as required.

GENERAL KNOWLEDGE:

Considerable knowledge of and ability to independently apply nursing principles, techniques and standards; considerable knowledge of specialized patient/client care applicable to nursing assignment; considerable knowledge of medications, their actions, interactions, uses and side effects; knowledge of general and mental health conditions and treatment interventions through utilization of assessment, nursing diagnosis, outcome identification, health planning, implementation and reevaluation; knowledge of adult learning and family systems theory; knowledge of and sensitivity to cultural and socio-economic differences; considerable interpersonal skills; oral and written communication skills; ability to establish and maintain collaborative relationships with other professionals, community resources and providers; ability to act as a role model to health care staff; supervisory ability.

GENERAL EXPERIENCE:

Two (2) years' experience as a Registered Professional Nurse.

SPECIAL EXPERIENCE:

One (1) year of the General Experience must have been working with the type of patients and/or clients serviced by the agency.

SUBSTITUTION ALLOWED:

A Bachelor's degree in Nursing may be substituted for one (1) year of the General Experience.

SPECIAL REQUIREMENT:

Incumbents in this class must possess and retain a license or temporary permit as a Registered Professional Nurse in Connecticut.

NOTE:

The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules.

APPLICATION PROCEDURE/REQUIRED DOCUMENTS:

In addition to meeting the above requirements, candidates must submit the following information in order to be considered for this position. Please forward application materials to the contact person(s) listed below.

1. Cover letter
2. Application for Employment (CT-HR-12), available online at <http://www.sde.ct.gov>.
3. Application materials must include documentation of at least two (2) years' experience as a registered nurse and of at least one (1) year of special experience, in the form of school nursing or work with children/adolescents in another healthcare setting, must be provided. To receive credit for per diem or substitute nurse employment, you must provide documentation from your employer verifying the full-time equivalent of such service
4. Copy of current nursing license
5. The names and contact information for three (3) pertinent references
6. If you are a State employee, please submit a copy of your two most recent service ratings in addition to the above documents.

Henry Abbott THS

21 Hayestown Avenue
Danbury, CT 06810
Tel. # (203) 797-4460
ATT: Marilyn Rosen, Business Manager

Bristol T.E.C.

431 Minor Street
Bristol, CT 06010
Tel. # (860) 584-8433
ATT: Carmen Rode, Business Manager

Bullard-Havens THS

500 Palisade Avenue
Bridgeport, CT 06610
Tel. # (203) 579-6333
ATT: Annette Segarra-Negron, Business Manager

Howell Cheney THS

791 W. Middle Turnpike
Manchester, CT 06040
Tel. # (860) 649-5396
ATT: Scott MacDonald, Business Manager

H.H. Ellis THS

613 Upper Maple Street
Danielson, CT 06239
Tel. # (860) 412-7500
ATT: Michael Fitzpatrick, Business Manager

E.C. Goodwin THS

735 Slater Road
New Britain, CT 06053
Tel. # (860) 827-7736
ATT: Susanne Ward, Business Manager

E.T. Grasso THS

189 Fort Hill Road
Groton, CT 06340
Tel. # (860) 448-0220
ATT: Wendy Monk, Business Manager

W. F. Kaynor THS

43 Tompkins Street
Waterbury, CT 06708
Tel. # (203) 596-4302
ATT: Susan Planinshek, Business Manager

Norwich THS

7 Mahon Drive
Norwich, CT 06360
Tel. # (860) 889-8453
ATT: Sabine Robillard, Business Manager

Emmett O'Brien THS

141 Prindle Avenue
Ansonia, CT 06401
Tel. # (203) 732-1800
ATT: Kisha Richardson, Business Manager

Platt THS

600 Orange Street
Milford, CT 06460
Tel. # (203) 783-5300
ATT: Martha Compton, Business Manager

A.I. Prince THS

500 Brookfield Street
Hartford, CT 06106
Tel. # (860) 951-7112
ATT: Theresa Ginley, Business Manager

Vinal THS

60 Daniels Street
Middletown, CT 06457
Tel. # (860) 344-7100
ATT: Sofia Gonzalez, Business Manager

Eli Whitney THS

100 Fairview Avenue

Hamden, CT 06514

Tel. # (860) 397-4031

ATT: Attallah Roundtree, Business Manager

Windham THS

210 Birch Street

Willimantic, CT 06226

Tel. # (860) 456-3879

ATT: Gina Lajoie, Business Manager

H.C. Wilcox THS

298 Oregon Road

Meriden, CT 06451

Tel. # (203) 238-6260

ATT: Business Manager

Oliver Wolcott THS

75 Oliver Street

Torrington, CT 06790

Tel. # (860) 496-5300

ATT: Fran Carpenter, Business Manager

J.M. Wright THS

120 Bridge Street

Stamford, CT 06905

Tel. # (203) 674-5860

ATT: Elizabeth Hankins, Business Manager

The CTHSS is committed to a policy of equal opportunity/affirmative action for all qualified persons and equal access to Boy Scouts of America and other designated youth groups. The CTHSS does not discriminate in any employment practice, education program, or educational activity on the basis of **race, color, religious creed, sex, age, national origin, ancestry, marital status, sexual orientation, gender identity or expression, disability (including, but not limited to, intellectual disability, past or present history of mental disorder, physical disability or learning disability), genetic information, or any other basis prohibited by Connecticut state and/or federal nondiscrimination laws. The Connecticut Department of Education does not unlawfully discriminate in employment and licensing against qualified persons with a prior criminal conviction.** Inquiries regarding the Connecticut Technical High School System's nondiscrimination policies and practices should be directed to:

Levy Gillespie

Equal Employment Opportunity Director/American with Disabilities Act Coordinator

State of Connecticut Department of Education

25 Industrial Park Road

Middletown, CT 06457

860-807-2071

Levy.Gillespie@ct.gov

(Coordinator for matters related to Affirmative Action/Equal Opportunity Employment and nondiscrimination policies and practices)

Beatrice Tinty

Education Consultant

Connecticut Technical High School System

25 Industrial Park Road

Middletown, CT 06457

860-807-2220

(Coordinator for matters related to Title IX of the Education Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973)

U.S. Department of Education
Office for Civil Rights
5 Post Office Square, Suite 900
Boston, Massachusetts 02109-3921
617-289-0111
fax number 617-289-0150
TTY/TDD 877-521-2172
(Matters related to race, color, national origin, age, sex and/or disability)

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER